



Employee Referral Incentive Authorization

Recipient Name	Z Number	Group	MS
New Employee Name	Z Number	Group	MS

The following eligibility requirements must be met in order to be eligible for an employee referral incentive:

Eligible Recipients

The receipt of incentives is limited to LANL UC employees who refer external candidates who are selected and accept UC employment at LANL. Members of the Senior Executive Team, Laboratory recruiters, Search Committee members and Human Resources staff are not eligible. Managers/supervisors are not eligible to receive referral incentives for referrals within their chain of command.

Eligible Referrals

The Employee Referral Incentive is designed to bring previously unidentified prospective candidates from outside the Laboratory to the attention of hiring managers. Therefore an employee may refer a qualified external candidate to an opening if the candidate:

- is not currently employed by the Laboratory,
- has not been assigned to the Laboratory as a contractor within 90 days before being referred, or
- is a former employee who left the Laboratory more than one year before being referred.

Payment

Payment Amount: \$			
Generalists - Please make a copy of this form and forward to payroll now.			
Payroll - Please pay Payment Amount after 90 days from hire date.			
Cost Center	Cost Account	Program Code	Work Package
FIN Account: 6C092			

Signatures

Group Leader	Date
Division Director	Date
HR Generalist	Date